

Europa Media online course

EM TRAININGS

The tasks of a coordinator in a HE project

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Project coordination in Horizon Europe

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Content

- Who is the coordinator?
- What are the tasks?
- Which skills are needed?
- Should we do this at all?

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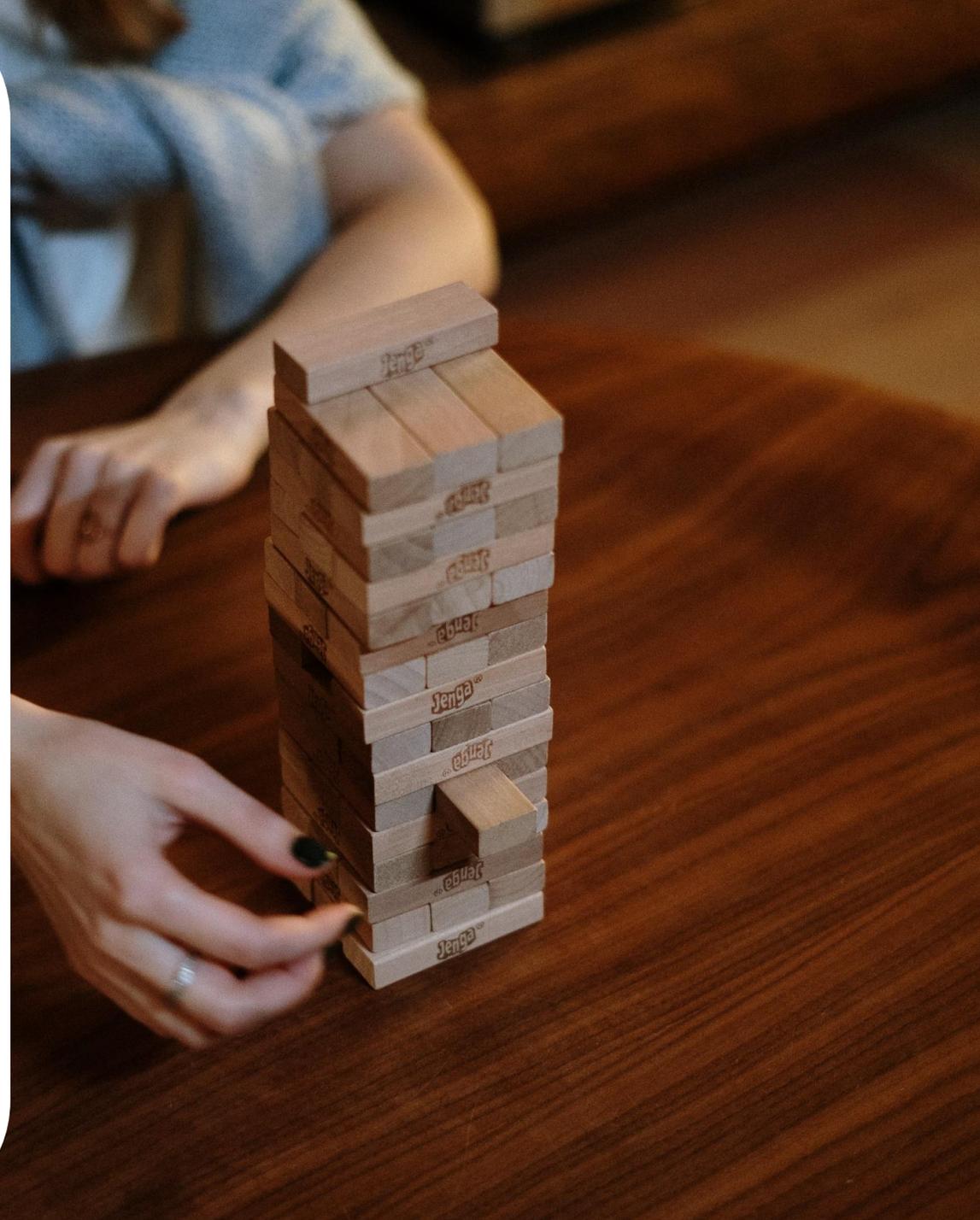
The coordinator

Who is the Coordinator?

- Coordinator – one of the Beneficiaries, with special managerial tasks
- The coordinator is:
 - a Legal Entity – e.g. University of Padova (Department of Biology) – precisely defined in the Grant Agreement
 - A Person – e.g. Ms. XY – listed in the GPFs or in DoA of the GA (or not...)



Which one do you think is more important?



What else?

- Initiates and coordinates meetings, drafts agendas
- Dissemination, marketing of project results, lobbying
- Sets up a good communication, quality assurance and monitoring system – and maintains it, ensuring other partners using it.
- Deals with the unexpected 😊

See full list here: [Link](#)



2

The tasks



Tasks of a coordinator

- Acts as a SINGLE legal representative of the Consortium towards the EC and handle all communication between the EC and the consortium.
- Keeps the project on track – keeping the deadlines of the deliverables and submitting the reports!
- Initiates changes in terms of work content (in line with the GA)
- Handles the advance payments and interim instalments, initiates changes or reallocation in the budget (between categories and partners) (in line with the GA and CA)
- Organises and chairs the review meetings.

The above tasks shall not be subcontracted – only in very exceptional cases (e.g. spin-offs for public bodies)

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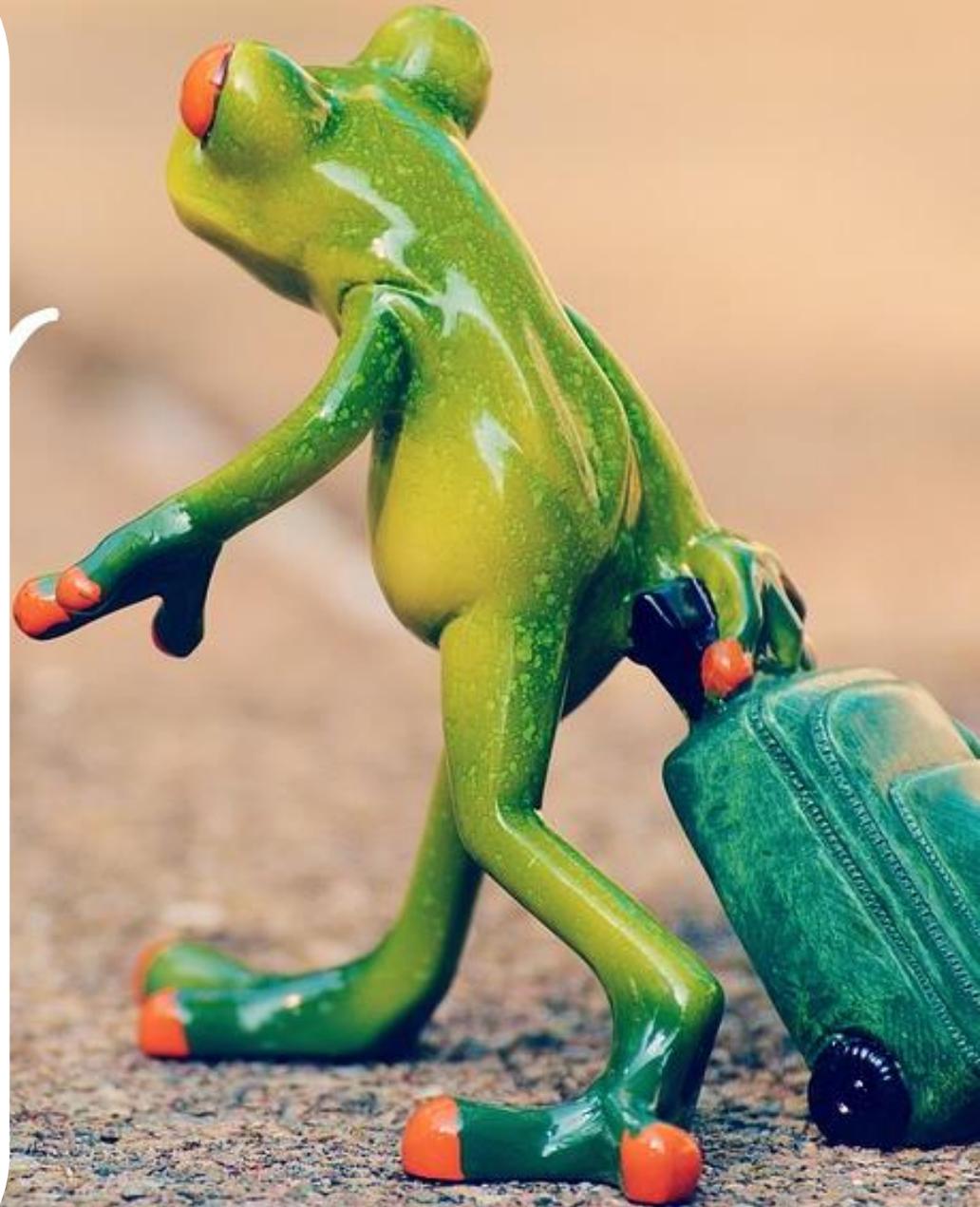
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What has changed in HE?

Horizontal issues

- Research data management
- Ethical issues
- Open science
- IPR management
- Exploitation, dissemination, communication



What has not changed since FP5?

- **Manages Work content changes** (during the negotiation or the implementation – how to handle it?)
- **Monitors Project Performance - Partner failure/work performance:** inexperienced partners may act as the “weakest link” – how to eliminate the risk?
- **Handles Disagreement between the partners** and the interpretation of the work content – what to do and when?
- **Controls spending** - budget running low – unforeseen expenditures or complaints from partners?
- **Deals with Force Majeure (?)** (natural disaster, war, etc.)
- **Keeps an eye on Extreme cultural differences**
- **Avoids** the “Domino effects”

And many, many more...

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Skills



Skills needed

- **Scientific/technical** skills – to be able to understand the project objectives and lead the partners
- **Administrative/Financial** – a general knowledge of the administrative and financial (legal) rules of the FP7/Horizon 2020 Programme
- **Social skills** – excellent ability of controlling and motivating the partners, including:
 - Self-confidence and power: the Coordinator is always “More equal than the others”
 - Ability of listening, decision making and mediation
 - Leadership skills : project coordination is not a democracy, but also not a dictatorship!



Coordination Team needed

- **Scientific/technical** coordinator understanding the field/topic
- **Administrative/Financial** coordinator having management experience; legal knowledge and accounting knowledge
 - Admin person for every-day issues
 - Legal person for CA and other legal agreements/conflicts
 - Financial person for budget monitoring and financial reporting (internal and official)
- **Social skills** – the main contact for the partners – not necessarily one person, not necessarily the scientific leader



Project team needed

- **Research data manager** e.g. DPO understanding the requirements
- **Ethical expert** – a partner or external advisors – if external, you need to make sure ethical principles and procedures will be rigorously followed by all
- **Open science expert** - e.g. A librarian from a university partner
IPR manager/Innovation manager – e.g. from the TTO office of a research organisation partner
- **DEC expert** – could be one or more partners having experience in the tasks and having direct contact to the end users/target groups

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**Should we
coordinate at all?**



Why not?

- *A lot of extra time taken away from research.*
- *We do not get proper support to do this.*
- *If something goes wrong ... we are blamed by all.*



Working with your project officer - PO

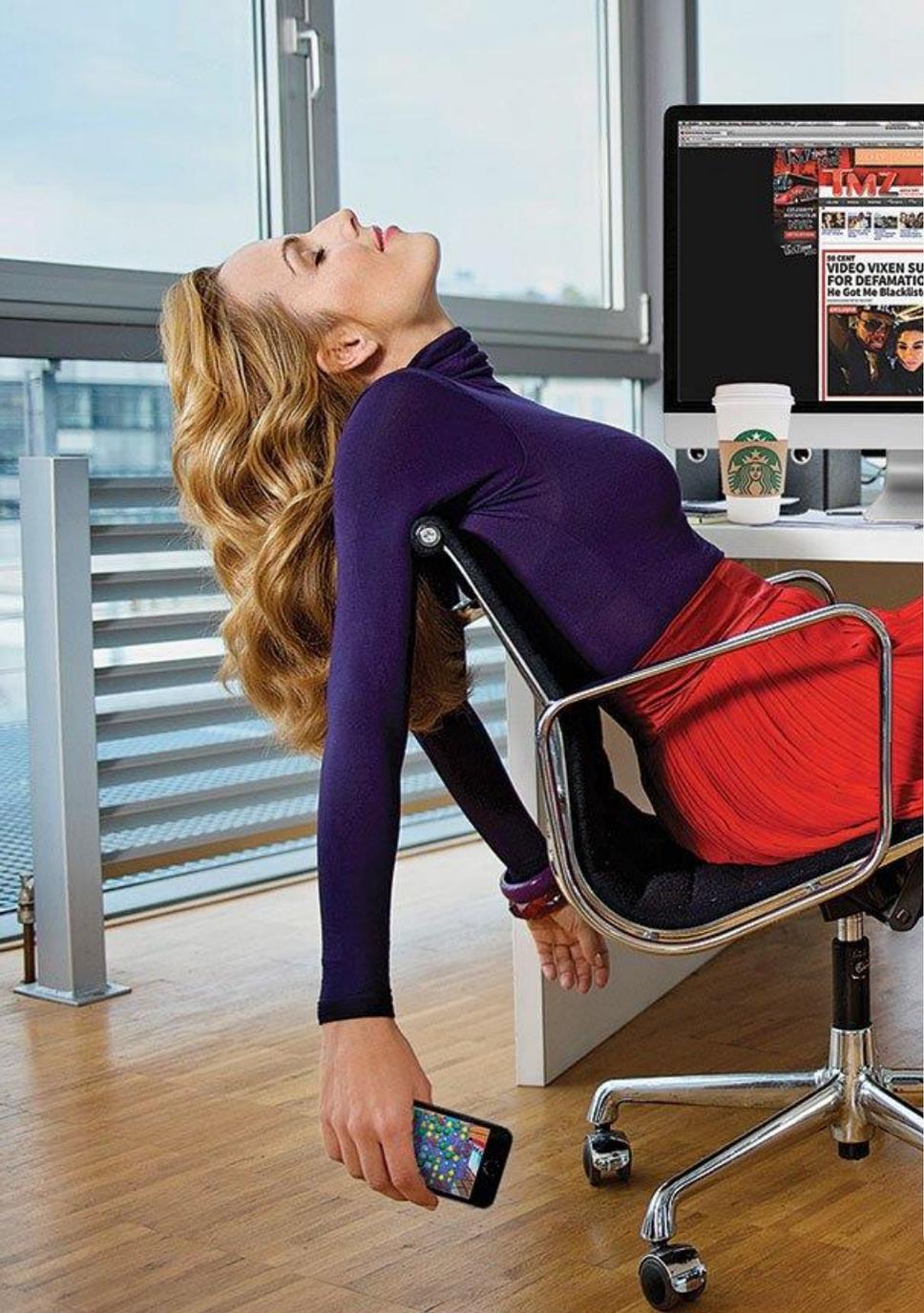
Maintain a professional relationship:

- Be timely, well organised, transparent, and produce sound deliverables
- Start well, end well, and ensure that reviews go well
- Flag up any difficulties to your project officer (PO)
- Recognise that your PO is your interface with the EC admin

But they are all human ... :

- Your PO may have many other projects and responsibilities
- S/he is unlikely to be with you till the project end
- Clerical procedures may take a long time - your PO is one of many people in a large organisation ...

Source: Ms. Diane Whitehouse, former project officer



Why yes?

- *Scientific groups tend to work together more and better under a committed coordinator*
- *The representation brought additional value – prestige and we attracted young researchers more*
- *We could use the project for strategic reasons*
- *We could co-publish and attracted a higher ranking journal*
- *We could enter a new field with our solution.*
- *We got invitations for years to participate in follow-up projects as a partner.*

Any questions?

THANK YOU!

for your attention

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